**Pre-Proposal Cover Sheet**

*[1-page limit, 11 pt. font minimum, retain the bold text and DELETE all instructions in italics]*

**Project Title:** [*Limit 8 words*]

**Project Manager:**

**Sponsoring Organization:**

**Address:**

**City:**  **State**: **Zipcode:**

**Telephone Number**:

**Email Address:**

**Web Address:**

**MAISRC priority species addressed in this proposal**: *List all*

**MAISRC research priority addressed in this proposal**: *Please list priority letter and number(s) as shown on RFP*.

**Funding $ Request**: *Dollar request to MAISR*C $

**Proposed Project Time Period for the Funding Requested**: *Enter number of years – 1 or 2 - and start date/end date in format: [#] years, [Month] [Year] to [Month] [Year]. End date can be no later than December 31, 2024.*

**Location:** *What area will the project impact? Be as specific as possible in terms of region, county, and city. If work is anticipated on or adjacent to tribal lands, or with tribal communities, those locations MUST be noted as a part of the pre-proposal.*

**PROJECT SUMMARY:** *The summary must be LIMITED TO 30 WORDS and must be a free-standing summation of the proposed project. Be specific. Provide a clear, concise summary of the proposed project's activities and outcomes. It is important that the summary be able to stand on its own as a description of the proposal because it will be used along with the project title to refer to the proposal during proposal review.*

**Pre-Proposal Narrative**

*[3-page limit, 11 pt. font minimum - retain the bold text and DELETE all instructions in italics]*

**I. PROJECT STATEMENT**

*In this section, provide a summarizing overview statement (1/2 page or less) that is very specific to the proposal and clearly and succinctly states:*

* *WHY this project needs to be done (i.e., the context or problem to which it is responding; the opportunity, challenges, issues, or need the project would address).*
* *Overall GOALS of the project (i.e., specific connection to MAISRC research priorities) and the specific, direct OUTCOMES you aim to achieve (e.g., populations served, geographic areas served, resources impacted, species impacted).*
* *HOW the project will achieve those goals (i.e., the project itself and types of activities involved).*

**II. PROJECT ACTIVITIES AND OUTCOMES**

*In this section break the project into individual activities (i.e., distinct efforts, phases of effort, types/categories of effort) and their outcomes. Be specific. List as many activities as needed using the format indicated below. For each activity:*

* *Provide a short, descriptive title for the activity.*
* *Indicate the budget amount intended to be allocated specifically to the activity.*
* *Provide a clear and concise description of the activity indicating specific tasks involved, goals to be achieved, and any explanation of plans for evaluating the activity outcomes.*
* *State specific, measurable outcomes that will be achieved as a result of the activity.*
* *One activity must include MAISRC service and outreach, including dissemination of research findings to AIS managers, policy makers, and planners, including at the annual Showcase event; coordination with MAISRC and Extension on media efforts and communications; and participation on 1-2 committees.*

|  |  |
| --- | --- |
| **Activity 1:** *Title of Activity* | **Budget: $** |

*Include a clear and concise description of the activity you are proposing to do here.*

|  |  |
| --- | --- |
| **Outcome** | **Completion Date** |
| 1. *Specific, measurable outcome #1* | *Month YYYY* |
| 2. *Specific, measurable outcome #2* | *Month YYYY* |
| 3. *Specific, measurable outcome #3* | *Month YYYY* |
| [*Additional*] |  |

|  |  |
| --- | --- |
| **Activity 2:** *Title of Activity* | **Budget: $** |

*Include a clear and concise description of the activity you are proposing to do here.*

|  |  |
| --- | --- |
| **Outcome** | **Completion Date** |
| 1. *Specific, measurable outcome #1* | *Month YYYY* |
| 2. *Specific, measurable outcome #2* | *Month YYYY* |
| 3. *Specific, measurable outcome #3* | *Month YYYY* |
| [*Additional*] |  |

*[ADD ADDITIONAL ACTIVITIES as needed using the same format as above. Please mark as Activity 3, 4, etc.]*

**III. PROJECT STRATEGY**

**A. Project Team/Partners**

*Describe the project team and partners that will be carrying out the proposed activities. List names and affiliations of team members or partner organizations and explain the specific role each will play in carrying out the project. Delineate which partners are proposed to receive money from this MAISRC/Environment and Natural Resources Trust Fund request and which partners are proposed to be contributing funds or resources from other sources.*

**B. Project Impact and Long-Term Strategy**

*What is the long-term strategy for the proposed project? For example, in terms of its utility to Minnesota’s environment and natural resources, dissemination of findings, implementation of results, or ongoing contributions that will be derived from it. Additionally, is this proposal a component of a specific, larger, longer-term, or multi-phase project or effort that has already received or will require additional investment over time? If so, please explain the broader project/effort (including previous efforts or project phases leading up to this request), identify what sorts of longer-term efforts and investments will be required to make it sustainable, and comment on long-term strategies for ongoing financial support and project progress and/or completion. Be explicit about what other funds are currently secured or have been applied for to support the effort. If additional funding requests for directly related efforts or phases might be submitted to the MAISRC or LCCMR in the future, be very specific as to what is presently anticipated. If your proposal is for additional efforts or phases of a project that has previously received ENRTF support, indicate specific plans for leveraging other sources of funding or becoming self-sustaining.*

**C. Timeline Requirements**

*Explain the anticipated project timeline for the proposed project, highlighting major stages, such as number of field seasons, along with rationale.*